

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies **DATE:** December 14, 2001

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: MANDATORY RI-SAIL PURCHASING TRANSACTION AND SYSTEM  
REPORT TRAINING**

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There will be training for RI-SAIL PURCHASING AND REPORT TRAINING on **Monday, January 7 and Monday, January 14 at 1:00 PM** in Conference Room A at the Department of Administration Building, One Capitol Hill, Providence, RI. Each agency should select two or three people who will be assigned as RI-SAIL TRAINERS at their agencies. These people **MUST** already be familiar with RI-SAIL, have PO authority, and **MUST** be responsible for continuing internal training at their agencies.

Please call Natalie Laster at 222-5062 to sign up your representatives. After enrolling, the representatives selected should collect any agency questions regarding general purchasing policies and procedures and "how to's" and e-mail them to Natalie Laster at [NatalieL@gw.doa.state.ri.us](mailto:NatalieL@gw.doa.state.ri.us) **PRIOR** to the training session so answers can be incorporated into the training curriculum or documentation.

Your cooperation and assistance in this is greatly appreciated.

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CFO:02-25